

Parent Organization/Booster Club Application Cover

School Year: 2018-2019

School Site of the Organization: Pat Butler PTA

Melissa Brennan
Representative's Name

Melissa Brennan
Representative's Signature

6/12/18
Date

SITE APPROVAL

Damien Capalare
Site Administrator Name

D
Signature

7/9/18
Date

The parents and community members of the PRJUSD request the formation of the following organization to be approved by the Board of Trustees:

Name of the Organization: Pat Butler PTA

Objective of the proposed organization: To provide support to staff, students and parents.

OFFICE USE ONLY

Date received: JUL 11 2018

By staff: [Signature]

Proposed Board meeting date: 8-14-18

Board Action: _____ Date: _____

Legal and Fiduciary Requirements of the Board of Trustees

In order to fulfill its legal and fiduciary requirements, the school board requires school-connected organization to submit an application each year. Requests for approval must include the following information required by [Board Policy \(BP\) 1230](#) and [Administrative Regulation \(AR\) 1230](#):

1. Completed District application, including;
 - a. The School Year for which application is being submitted;
 - b. Objective of the proposed organization &
 - c. The signature of a site administrator who supports the request for authorization
2. The names, addresses and phone numbers of ALL officers
3. The name of the bank where the organization's account will be located with the names of those authorized to withdraw funds.
4. A brief description of the organization's purpose
5. A list of specific annual objectives
6. A schedule of meeting dates
7. A brief description of desired use for any funds remaining at the end of the year IF the organization is *not* continued or authorized to continue in the future.
8. Tax ID Number
9. Proof of the organization's 501(c)3, if applicable
10. A copy of the organization's Constitution and ByLaws, rules, and procedures under which the organization will operate.
11. A Certificate of Liability Insurance to provide evidence of liability in the amount of \$1 million and PRJUSD be named as an additional insured.

Approval shall be granted for a period of **one year**. Upon completion of the application packet, the organization will submit the entire packet to the Chief Business Officer in the Business Department at least three weeks in advance of a scheduled [Board meeting date](#) who will place it on a meeting agenda for review and approval by the Board of Trustees. *The site principal will make approval notification to the organization.*

SP